

Supervisory Positions

Census
2010

JOBS

Local Census
Offices

Hiring Soon!

Supervisory Positions available
Exam required (*Supervisory Exam D-270*)

Office Operations Supervisor

\$18.50 - \$19.25/hr

Field Operations Supervisor

\$21.00 - \$21.75/hr

See next page for job descriptions.

How to apply

- Call (866) 861-2010
- Schedule Employment Test

[Click here for what to take to test session](http://www.2010censusjobs.gov)

www.2010censusjobs.gov

1-866-861-2010

www.2010censusjobs.gov

FedRelay: 1-800-877-8339 TTY

Field Operations Supervisor \$21.00 - \$21.75/hr

This is a temporary Schedule A, Excepted Service position established in accordance with the Title 13 United States Code.

Duties and Responsibilities:

Oversees the activities of the field personnel, May be required to schedule and administer testing of job applicants for positions in the office. Monitors testing sessions, maintaining testing files, and reviews application forms. Complete the appointment process for Crew Leaders, Crew Leader Assistants and Enumerators (as needed) during training sessions. Guides in field operation procedures, supervision, and administrative responsibilities. Makes Assessments of trainees during sessions. Makes noncompetitive temporary promotions under circumstances that could jeopardize field operations and where time does not permit following the ordinary process. Assists in determining Crew Leader districts, completes administrative forms, and handles supplies and training materials to Crew Leader, Crew Leader Assistants, and Enumerator training sites. Collects and reviews completed materials to assure that specific levels of quality are met. Assures completed materials are delivered to the office on schedule. Reviews and certifies payroll forms. Monitors progress and performance of operations in his/her district and provides suggestions to Crew Leaders for improving production and performance to assure that field deadlines and quality standards are met. Responsible for applying the principles of Equal Employment Opportunity (EEO) in the office. Applies EEO principles in hiring practices, training, employee development, and utilization of employee skills. Periodically reviews the status of the EEO and takes steps to improve the program.

Office Operations Supervisor \$18.50 - \$19.25/hr

This is a temporary Schedule A, Excepted Service position established in accordance with the Title 13 United States Code.

Duties and Responsibilities:

Assists in the supervision of the day-to-day activities of the office clerks performing one or more of the following operations: pre-canvass correction, postal corrections, sorting, batching for transcription, questionnaire check-in, coverage edit, telephone follow-up, re-interview, questionnaire assistance, and coding.

May also supervise payroll, personnel, inventory, recruiting or supply management for LCO employees. Supervises the routine clerical tasks required in the collection, control, and review and reporting of personnel and payroll data.

Responsible for the data capture of recruiting and payroll and personnel forms. Coordinates the data being processed from the operations functions, objectives and other requirements, such as time schedules, priorities, and workflow.

Maintains the flow and quality of completed work by monitoring work status and making adjustments to expedite production.

Assigns work to subordinates to ensure accuracy and completeness. Reports daily performance and progress of subordinates to supervisor. Reviews and certifies payroll forms for employees under his/her supervision.

Coordinates the activities of the office clerks assigned to the technical processing operations; spot checks work and reviews the results of systematic quality controls to assure specific levels of quality are being met. Recommends corrective action to keep operations on schedule and in proper sequence (including recommending shifting personnel from one operation to another as priorities change), and recommending the termination of personnel who services are no longer required. Responsible for applying the principles of Equal Employment Opportunity (EEO) in the office. Applies EEO principles in hiring practices, training, employee development, and utilization of employee skills. Periodically reviews the status of the EEO and takes steps to improve the program.

Department of Commerce
U.S. Census Bureau an Equal Opportunity Employer